



PROBATION OFFICE

United States District Court

EMPLOYMENT OPPORTUNITY

PLEASE POST

Position Title: Administrative Assistant

Location: Portland, Oregon

Opening Date: June 14, 2012

Closing Date: June 22, 2012

Position #12-06

Position will be full-time, temporary

Salary Range: Court Personnel System - Position is classified at CL 23 (\$32,691-\$53,198). Step placement dependant upon experience, qualifications, and funding availability. This position may be reclassified as a permanent position without further need to advertise.

Introduction

The U.S. Probation Office for the District of Oregon is accepting applications for the position of Administrative Assistant. This position is located at our headquarters in Portland, Oregon. The position will provide administrative support to probation officers in a wide range of areas, including formatting, typing and editing reports; preparation and composition of routine correspondence; organizing and preparing case files; database entry; and processing court orders. Position may also include front-desk reception and mail processing. Duties assigned will vary according to workload. This position is temporary, subject to the availability of funding and not to exceed September 30, 2012.

Representative Duties

- Format, type, edit, and finalize reports and correspondence from rough drafts using word processing equipment. This may include, but is not limited to, documents such as presentence investigation reports, supervision case plans and reviews, and memoranda or reports to the court.
- Prepare reports, form letters, notices, and other correspondence using templates and forms.
- Open, close, and update information into computerized records, including the Probation Automated Case Tracking Systems (PACTS). Research information from case records and enter into system as appropriate. Screen forms completed by officers and officer assistants and request corrections as needed. Retrieve information from databases and generate periodic reports.
- Operate the local/state law enforcement information retrieval system and Criminal Justice Information System (CJIS) terminals to obtain criminal history information and route the information to appropriate recipients. Obtain fingerprint and credit checks, verifications of employment and education, and send FBI flash notices.
- Perform data entry functions. Generate standard reports from databases and computerized systems. Track statistics and data.
- Perform receptionist duties by greeting visitors/clients in person and on the telephone, answering routine questions, and directing visitors/callers to the appropriate person or department.
- Receive, prioritize, and route all incoming materials from within the court to appropriate individuals in the office. Receive, screen, and route incoming and outgoing mail to appropriate persons or offices; process mail requiring special handling; and, provide outside messenger service.

Minimum Qualifications

High school graduate, or equivalent, with two years of progressively responsible clerical or administrative experience required. Legal experience preferred. Also required are knowledge and skill of current computer software (Microsoft Office experience preferred); ability to type a minimum of 70 words per minute; ability to transcribe dictated information; expertise in applying basic rules of writing; and ability to edit efficiently. Candidates must also demonstrate a consistent past employment record; strong inter-personal skills; a professional demeanor and appearance appropriate for a professional environment.

Education Substitution: Education above the high school level may be substituted for required general experience.

Application Process

Qualified applicants should submit a resume, most recent work performance evaluation, reference list, and salary history to be **received** by no later than June 22, 2012, to:

Human Resources
United States Probation Office
340 United States Courthouse
1000 S.W. Third Avenue, Suite 340
Portland, OR 97204-2902.

-or-

Via email to: Nicole_Webb@orp.uscourts.gov

U.S. Probation reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief U.S. Probation Officer may elect to select a candidate from the original qualified applicant pool.

Judiciary employees serve under excepted appointments, and are considered at-will employees. Applicants must be citizens of the United States or citizens of countries with treaty relations with the United States, as defined by the Department of State. Employees are required to use the Electronic Funds Transfer for payroll deposit.

Prior to appointment, applicants considered for this position will undergo a thorough background investigation as a condition of employment.

The U.S. Probation Office Is An Equal Opportunity Employer